

**AGREEMENT FOR
LIBRARY COOPERATIVE JOINT USE
BETWEEN THE CITY OF SAN MATEO AND
THE SAN MATEO FOSTER CITY SCHOOL DISTRICT**

THIS AGREEMENT made and entered into on this ___ day of _____, 2002 by and between the City of San Mateo and the San Mateo Foster City School District , hereinafter CITY and SCHOOL DISTRICT.

WITNESSETH:

WHEREAS, the City Council of the City of San Mateo and the Board of Trustees of the San Mateo Foster City School District have met together annually for eight years to encourage and implement cooperative projects including City use of School District Print Shop, City use of School District facilities for recreation programs, School District use of City park maintenance services, and Kids and Families 1st, a community collaborative launched in 1995 and coordinated by the City and School District to focus on kindergarten readiness and school success by third grade; and

WHEREAS, through Kids and Families 1st the CITY and SCHOOL DISTRICT staff have produced cooperative joint programs to support the success of every child such as the annual CITY of READERS event with story telling at the Hillsdale Shopping Center to encourage everyone in San Mateo to have a library card; and have received grant funding through Proposition 10 funds to promote reading at childcare centers in San Mateo for which the San Mateo Library will select reading materials; and

WHEREAS, additional needs have been identified by the schools and community at the elementary and middle school level including lack of sufficient materials and technology in school libraries for research, minimal hours of school library service, difficulty in keeping abreast of the technology resources available for research, and insufficient trained staff to instruct students in learning fully how to locate, evaluate and use the vast variety of print and on line resources in today's information age.

NOW, THEREFORE, the Parties hereby agree as follows:

1. A definition of the roles and responsibilities of each party with respect to funding, staffing, supervision, operation, management, and others as applicable.

Based on receipt of a grant from the State of California and contingent upon receipt of monies by reimbursement, the City of San Mateo Library Department will administer this program at the San Mateo Public Library. The City will design a specific area in the new public main library for this program and provide funding, equipment, and resources for orientation, training and meeting. The School District will provide an administrative liaison for the program and each school will assign a faculty and a parent representative liaison for the program. Both the School District and the City will design curriculum,

provide training, and recruit volunteers for the program. Both the School District and the City will design evaluation for the program and submit an annual evaluation to the School Board and City Council.

2: Description of the joint library services and how they will be provided.

Project Goal-Student Research Center – Info-Seekers

The goal of this service is that students in San Mateo become adept at finding, evaluating and integrating information and use that information to create a written report, multimedia project or other student work product. The library-school joint program will connect students and their families with library resources and training to use these resources for research and information literacy. The research will support student projects required at school. The program responds to needs identified by the schools and community at the elementary and middle school level including lack of sufficient print and non-print materials in the school libraries for specific areas of study, minimal hours of school library service, difficulty in keeping abreast of the technology resources available for research, and, due to the lack of credentialed library media specialists at the District's elementary schools, little or no instruction for students to learn how to find and evaluate information in various formats as well as presenting it at the culmination of a research project. Ultimately, this program provides students with lifelong learning skills in locating and evaluating data sources.

This service to be implemented jointly will begin by targeting fourth and fifth grade classes at the 13 San Mateo public elementary schools. The program will assist students and their families by providing training and assistance in using the public and school libraries for research through the on-line catalog, databases, the Internet, print and other formats that are available at public libraries, school libraries and classrooms.

Joint Training Responsibility

A team including City Library Reference and Children's librarians, the School District Director of Curriculum, Library Media Technicians, and representative teachers from the elementary schools will design the training for teachers, library assistants in the schools, public library staff and parents.. Trainers from the design team will train school Library Assistants and teachers from each school on the project goals including teaching students how to locate sources of information, how to validate and evaluate them and how to develop and implement a research-based project. The initial instruction and training will be provided to classes of students in their classrooms and the school libraries. Part of the student training and the training for parents will be done through video conferencing and videos provided to school classrooms. When students come to the public library a designated space will be provided with computers and reference material where they can use the skills learned through the classes. Trained library volunteers trained in information literacy will be available to assist the students and family members who are working with them. In addition to hands-on training for students at the public library, the public library will also provide information sessions and training for parents at the library so that they may assist their youngsters in learning and practicing these important skills.

School Responsibility

The training and assignments will be based on frameworks for information identification and evaluation for research assignments and topics that develop research skills to be designed by teachers and library staff using the report writing rubrics provided in the State Curriculum Frameworks and in the District's "Every Child a Reader and Writer" Project which the District is implementing with the assistance of the Noyce Foundation. Fourth and fifth grade teachers assisted by the school library paraprofessional staff will provide the initial instruction to students using the District framework that will be developed on identifying sources for information, finding information, and evaluating it and ongoing instruction in the development of a report or other way of reporting their information. School staff will assist students in selecting and narrowing topics and post assignments on line as alerts to library staff.

Library Responsibility

When students come to the public library they will bring the information seeking and report frameworks that the school staff have introduced. Using the framework and the teacher-provided topics, volunteers and library staff will guide the students through the available resources. Assistance will include identifying what resources are most appropriate for what subjects and how to use and assess the credibility of the resources, including distinguishing between online sites or print resources with quality information versus sites with little substance or authority. The library will provide sufficient resources for research. The new library will have space assigned for use by students and their families. The space will include four public computers, tables and chairs to seat sixteen and print resources. For commonly identified topics, the library staff will gather resources into centralized places as starting points for the student "information seekers."

While the core target is to develop research and information literacy skills, the atmosphere in the space for this service at the public library will be family friendly with information to link families to other programs, both through the library and agencies that meet other literacy needs identified by the schools and community. These include Project Read, the Library's adult literacy program, the Families for Literacy Program, English as a Second Language programs, and book clubs. According to the results of the National Adult Literacy Survey and 1990 Census data, the percentage of County residents in the two lowest levels of five is 37 %, those with less than a high school diploma is 17%. There are others who received a high school diploma without having developed the reading and writing skills they need who also seek these programs.

An Open House Kick-Off will announce the program, and a brochure will be developed by the School District. The public library will host a meeting for the school district principals once each year during the fall semester. The agenda at these meetings will include a presentation and discussion about the program. Each school will assign a faculty liaison for the program and a parent liaison. A survey of teachers, library staff,

parents and students to evaluate use and program components will be made at the end of each school year. Evaluation of training and use will occur on an ongoing basis. As this is a twenty year commitment and involves technology, it is expected that resources will continue to change; but that the basic goal of learning to find, evaluate, use and report credible information through the full array of library resources will span the length of this service and beyond.

The service will include a strong technologically supported communication component between the public library, the school district and the schools. The library will be responsible for development of a web site to include information about the joint program as well as other library and community programs targeting literacy enabling schools and parents to refer families. Teachers and students will use e-mail and voice-mail to forward information about class assignments to the public library.

3. The library hours of service for the public and for students.

The new San Mateo Public Library shall have the following hours:

Monday, Tuesday, Wednesday, Thursday:	10 AM to 9:00 PM
Friday, Saturday	10 AM to 5:00 PM
Sunday	1 PM to 5:00 PM

All regular library services will be available to students and the public during these hours. The space for the services described in this agreement will be available for use by students and their parents during all of these hours, and will be staffed by volunteers or library staff during the hours of 3 PM to 8 PM, Monday through Thursday, and 1 PM to 5 PM on Saturdays and Sundays.

4. The number and classifications of staff members.

The Library Team Coordinator at the San Mateo Library and the Director of Instruction at the School District will have oversight for this project. The day to day management and supervision at the Library will be the responsibility of a Librarian. Staffing, qualifications, and estimated time commitment to the project are:

<u>San Mateo Library</u>		
<u>Staff</u>	<u>Annual Hours</u>	<u>FTE</u>
Library Team Coordinator	12	.01
Librarian	202	.10
Library Assistant	251	.13
Volunteer	560	.03
Total	1025	.53

The Library Team Coordinator and Librarian will have Master in Library Science degrees. The Library Assistants will have Bachelor of Arts degrees and at least two years of experience working in libraries. Volunteers will be trained to follow the research guidelines developed for the project and will have access to staff at all times.

School District Staff

The District’s Director of Instruction will be manage the District’s responsibilities in implementing the project and will serve as the District’s liaison to the Public Library. Other staff who will be involved and their estimated time commitments are:

Staff	Hours per year	FTE
Director of Instruction	30	.016
4 th /5 th grade teachers (34)	10 each	.01
Library Assistants (16)	8 each	.01
Design Team (6 staff members)	20 hours each	
	First year	
	6 hours each	
	succeeding year	
Director of Technology	12 hours	.005
Technology Technician	12 hours	.005

All of the teaching staff will have teaching credentials. The Director of Instruction will also have an administrative credential. The Library Assistants will work under the direction of the Director of Instruction and will be trained annually. The technical staff will have the training and experience needed to support the technological aspects of the project.

5. The use of volunteers.

Volunteers will be assigned hours in the Information-Seekers Center at the San Mateo Public Library. Volunteers will be recruited from Tech Corp, High Schools, volunteer center, service groups, and local businesses. The school libraries and classrooms will also recruit and train volunteers to assist with the project.

6. Identification of the location of the proposed joint use project.

The project will have assigned space in the new Main Library on the Third Floor. Students may also use other computers and resources in the public library as they become proficient in the skills learned through this program. Meetings and training will take place in other library spaces such as the computer training room and conference rooms for meeting and training purposes.

7. Ownership of the site, facility, furnishings, equipment and library materials.

The site, facility, furnishings, equipment and library materials shall all be the property of the City of San Mateo. Any materials provided by the schools at school sites shall be the property of the San Mateo Foster City School District.

8. All sources and uses of funding.

The City of San Mateo will construct, furnish and provide materials for the Student Research Center space. Construction, equipment and furniture will be provided through the City General Obligation Bond, the State Library Grant and donations. Operating costs will be provided through the General Fund.

Construction:	\$ 195,489	For designated space, based on square foot cost of new construction for building as defined in grant regulations.
Equipment:	\$ 13,799	
Furniture:	\$ 9,500	
Operating Costs:	\$ 14,343	Staff
	\$ 6,300	Operations, Includes Computer Maintenance, Materials, Utilities, Custodial

The School District will fund the School District staff time on the project and a brochure for the project. The staff costs will be onetime. The District will provide stipends for the Framework Design Team and the development of the student brochure with the information and research framework.

Operation Costs:	\$ 3,600	Design Team Costs (6 members @24 hours @\$25 per hour.
	\$ 2,500	Brochure
	\$ 16,000	Inkind staff costs

9. Responsibility for facility operation, maintenance, and management.

The facility operation, maintenance and management of the joint space at the San Mateo Public Library shall be the responsibility of the City of San Mateo.

10. Review and modification process for the conditions of the agreement.

This agreement may be modified to provide a service that meets a greater need of residents and students than the service described herein, given that the service still meets the spirit and intent of the original cooperative agreement as well as the intent of the

Library Bond Act and Title 5 regulations. Changes to the conditions of the agreement will be made by written agreement signed by both parties.

11. Field Act applicability to the project:

The Field Act is not applicable. The library is an after school resource, students using the library for this program during non-school hours are not using it as a class. The new library where the project is located is not on school property, nor will more than 24 public school students be required to go to the public library for educational purposes after the project has been completed.

12. A 20-year commitment to providing joint use library services consistent with the intent of the cooperative agreement.

The San Mateo-Foster City School District and the City of San Mateo commit to providing joint use library services consistent with the intent of this agreement and have built into the project a mechanism to assess and evaluate the program on an annual basis and a process for review and modification for the conditions of this agreement. The commitment to provide services over the 20 year period is contingent on the City receiving reimbursement funds in accordance with the State Grant.

13. Provision of Services Period.

The City and School District acknowledge and incorporate Education Code Section 19999 and Section 20440(e)(3)(G) of these regulations which require the provision of public library direct services for 40 years.

14. Indemnity:

School District agrees to hold harmless and indemnify City, its officers and employees from and against any and all claims, loss, liability, damage, and expense to the extent arising from the negligent performance of this agreement by School District. School District agrees to defend City, its officers or employees against any such claims.

City agrees to hold harmless and indemnify School District, its officers and employees from and against any and all claims, loss, liability, damage, and expense to the extent arising from the negligent performance of this agreement by City. City agrees to defend School District, its officers or employees against any such claims.

Dated: _____

CITY OF SAN MATEO

By _____

Dated: _____

SAN MATEO/FOSTER CITY
SCHOOL DISTRICT

By _____

